

# Market Range Detail - Director - Research and Reporting

## Effective Date

July 3, 2006

## Market Range Title Description

This position functions as the department head and is responsible for the overall management and direction of Maricopa County's Research & Reporting Department. The Director is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission of promoting the use of quality data in planning and decision-making. Additional responsibilities include: overseeing data collection methods and providing County management with valid data for effective planning and decision making; managing the County's exit interview process and data collection; developing, administering, and analyzing the County's customer satisfaction and employee satisfaction surveys; evaluating the effectiveness of all department data collection methods and data validation processes; analyzing and resolving complex and/or highly sensitive issues; advising the County Manager, Board of Supervisors, and other County management on policies, issues, and concerns related to department services; analyzing and directing complex studies and projects to achieve increased efficiency; developing data collection methods and ensuring the integrity and validity of such methods; creating extensive and complex reports for County management; managing subordinate staff; directing the preparation and approval of the department's budget; overseeing all department personnel actions and issues. The Director reports to the Deputy County Manager.

## Market Range

### Minimum Hourly Rate

\$30.00

### Midpoint / Hiring Maximum

\$39.07

### Maximum Hourly Rate

\$48.13

## Likely Minimum Qualifications

- Bachelor's degree in public administration, business administration, or related field
- Minimum of 5 years of professional experience in data analysis and research including 3 years of supervisory and/or management experience
- Master's degree in public administration or business administration preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Research & Reporting Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.